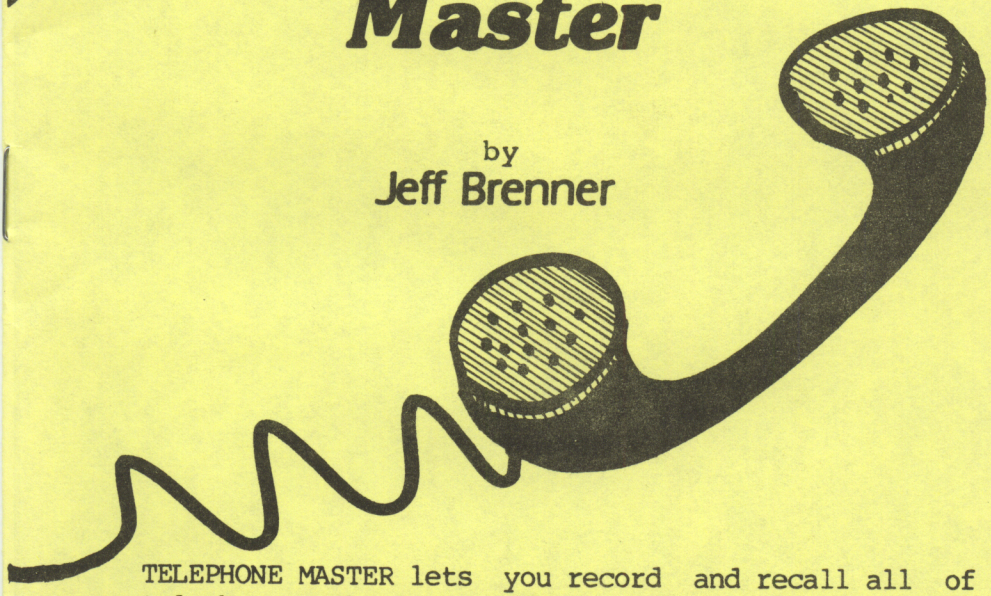
ATARI™ 800/XL/XE

Telephone Master

by

Jeff Brenner



TELEPHONE MASTER lets you record and recall all of your telephone numbers. One or two numbers can be stored for each person. In addition, TELEPHONE MASTER allows you to record the address and a note (i.e. "This guy owes me eleven bucks!") for each person on file. A directory command gives a complete, alphabetized directory of all names and numbers -- staple the pages together and you have a complete, up-to-date personal telephone directory that you can keep conveniently by your phone.

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This instruction manual and accompanying software were written by Jeff Brenner.

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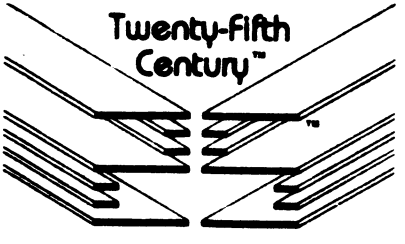

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10 9 8 7 6 5 4 3

Note: Before using TELEPHONE MASTER, use DOS 2 or DOS 2.5 to format a blank diskette for saving data.

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LOADING THE PROGRAM

Insert the TELEPHONE MASTER diskette into the disk drive and turn on the computer. An introductory screen will appear, and the program will load and run automatically.

You'll first be asked to "INSERT DATA DISK AND PRESS RETURN." Since you are using the program for the first time, insert a blank, formatted diskette and press RETURN. You'll get a "NO PHONE FILE ON THIS DISKETTE" message, and then you'll be asked "CREATE A FILE ON THIS DISK?" Press Y since you want to create a file on the data diskette.

The next screen is the main display. The number in the upper, left hand corner of the screen is the number of names currently in memory. The number directly below is the maximum number of names allowed by your system.

Additionally, the following commands are displayed in the COMMAND box: Find, Add, Print, Edit, Quit and # Dir.

The first thing you'll want to do is add names. Press A for this command. The cursor will appear in the NAME box. Type the first name followed by the last name (with middle names or initials between them, of course) and press RETURN. The cursor will appear in the PHONE 1

box. If you need to move back to the NAME box, use the control-cursor keys or the DELETE key to bring the cursor to the left-most side of the box and press DELETE.

In the PHONE 1 box, type the phone number. If an individual has two telephone numbers, type the second number in the PHONE 2 box, otherwise press RETURN and the cursor will move into the ADDRESS box. The SELECT key can also be used to move to the next box.

Up to three lines can be typed in the ADDRESS box. If you only need two lines, simply press RETURN on the third line, or press the SELECT key. Finally, the NOTES box is for any information about the individual you want to jot down. Since this information is printed along with each name when a phone directory is listed, you might want to describe the individual's relation to you (i.e. doctor, attorney, etc.), or you can store temporary information that can be deleted later (i.e. "This guy owes me eleven bucks.") Up to five lines can be typed in the NOTES box. When you're done, type RETURN on a blank line or press SELECT. The information you have entered will be saved to disk and the cursor will reappear in the NAME box so you can type the next name.

When you have finished entering names and numbers for a session, press the ESC key. The names will then be alphabetized, additional data will be saved to the diskette, and you will be returned to the COMMAND prompt.

One note about the COMMAND box before we learn about the other commands: All instructions and error messages are displayed on the last line of the COMMAND box, so it's a good idea to keep an eye on that part of the screen.

The FIND command allows you to look up a particular individual's numbers, address, and notes. Press F and then type the name of the individual. It is not necessary to type the full name of the person; only the last name, or even an initial and a last name (i.e. type

SMITH or T. SMITH to find THEODORE SMITH). Of course, if your data file contained a THEODORE SMITH and a TOM SMITH, you would have to type the full name to get the person you want. If the name is not found, you'll get a "NOT FOUND" message in the COMMAND box.

Once you have found a name, or whenever a name/number is displayed on the screen, you can press E at the "COMMAND: " prompt to add, change or delete any of the information on the screen. Use the control-cursor keys to move within a box, and the SELECT key to move to the next box. Pressing DELETE when the cursor is in the upper, left-hand corner of a box will bring the cursor to the previous. When you have finished editing, press the ESC key and the changes will be saved.

Press P to print out the information currently displayed on the screen (if you have a printer). If you wanted to look up someone's number, you could use the FIND command, enter the name to find the phone number, and then print the screen on the printer and drag the sheet to the telephone.

The # DIR command (press D) gives you a printout of all the names and addresses, phone numbers and notes on your diskette. The names are alphabetized and printed last name first, so the pages of this printout can be stapled together and used as a personal phone directory. If you want to interrupt the printing of the directory, press ESC.

The QUIT command ends the program and brings you to the BASIC "READY" prompt. It is not a necessity that you end with the QUIT command; you won't lose any data if you just shut off the computer (provided you are at the "COMMAND: " prompt and not in the middle of some operation). However, it is good practice to end with a QUIT command, so we recommend you make it a habit.

QUESTIONS, COMMENTS or SUGGESTIONS? Please write to: Twenty-Fifth Century, Customer Service Dept., P.O. Box 8042, Long Island, NY 11802.

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